



## AIR RESOURCES BOARD, STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	AIR RESOURCES BOARD, STATE	<b>RELEASE DATE:</b>	Monday, October 19, 2009
<b>POSITION TITLE:</b>	Deputy Executive Officer, Air Resources Board	<b>FINAL FILING DATE:</b>	Friday, October 30, 2009
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	10192009_1

### POSITION DESCRIPTION

Under the administrative direction of the Air Resources Board (ARB) and its Executive Officer, provides policy advice and guidance to the Board divisions and offices in the performance of their program responsibilities.

The position is responsible for the conceptual design, regulatory development and implementation of major ARB regulations affecting: producers and distributors of transportation fuels, energy and industrial sources of air pollutants including global warming gases, entities engaged in freight transport via rail, ship and intermodal trucking, producers of consumers products, operators of facilities that emit toxic air pollutants, operators of portable engines, manufacturers of plywood panels, retail and commercial operators of large refrigeration systems and manufacturers and users of high global warming potential gases. The position also oversees and guides ARB's air pollution research and health effects evaluation activities, administrative support and information technology.

The Deputy Executive Officer assists the Executive Officer in directing the State Air Pollution Control Program; acts as part of the Executive Staff in the identification and resolution of issues, participates in the formulation of air pollution policies, and the development of strategies to best meet program objectives; coordinates activities of the ARB with federal and state agencies, as well as local air pollution control districts; represents the Board and Executive Office in meetings and hearings; represents ARB in negotiating air pollution related issues from industry and federal, State and local agencies and the general public; and coordinates special projects as assigned by the Board or Executive Officer.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program

policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Ability to analyze technical, environmental, economic, legal and policy factors and develop comprehensive policies that achieve the Board's air quality and global warming protection goals;
- Managerial experience that has demonstrated leadership in motivating and directing mid and senior level managers to accomplish program objectives;
- Knowledge of the sources of air pollution, the business practices of industries with significant sources, and the methods of pollution reduction;
- Understanding of scientific chemical/physical processes that create air pollution and global warming, both at sources and in the atmosphere;
- Experience in programs and operations of ARB and the California Environmental Protection Agency;
- Experience in management of economic analyses that are used to design cost effective regulations, and employ market based incentives;
- Well developed interpersonal skills and the ability to design and deliver concise and effective oral and written presentations to the Board, other officials and stakeholders;
- Knowledge of federal, State and local air pollution control programs; and
- Knowledge of fiscal and personnel management practices.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Executive Officer, Air Resources Board**, with the **AIR RESOURCES BOARD, STATE**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

A CEA Review Panel will screen all qualified job-related education and experience in relation to other qualified applicants. Should the review panel find it necessary, interviews of the most qualified candidates may be conducted. The review panel will then provide its evaluation of the competitive group to the Executive Officer who will make the final selection.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### Applications must be submitted by the final filing date to:

AIR RESOURCES BOARD, STATE, Human Resources/Exams  
1001 I Street/P.O. Box 2815, Sacramento, CA 95812  
Kimberly Russell | (916) 327-3515 | [Krussell@arb.ca.gov](mailto:Krussell@arb.ca.gov)

## SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The AIR RESOURCES BOARD, STATE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>